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Weekly Report for Week Ending 23 September 1959
from
RECORDS DISPOSITION BRANCH

1. Contributions

1. Shelf filing installation completed in OCR/IR/FE/NEA 25X1
See 2 a (4).

2. Installation in FBIS Editorial Branches has been completed. 25X1
See 2 b (1).

2. Assignments - Active

25X1

a. Shelf Filing

(1) OP/Records and Services/Test Installation

(2) OO/Contact Division, 25X1

(3) Office of Security/Building 13

No change since previous report.

(4) OCR/IR/FE/NEA

Equipment received and installed. Arrangements have been made through Office of Logistics for vendor to repair minor damage incurred while enroute. Project complete.

(5) OTR/Assessment and Evaluation Staff

(6) OTR/Operations School/Headquarters School

25X1

(8) Office of Communications/TTT Staff

(9) ORR/Map Library

No change since previous report.

b. Filing Systems

(1) FBIS Editorial Branches 25X1

Shipment of guides has been received from the vendor and will be installed by FBIS personnel. Project complete.

25X1

(2) Medical Staff

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25X1

(3) SR/DD/P [REDACTED]

Plans and recommendations submitted for approval of the Chief OP/SR.

25X1

(4) Watch Office [REDACTED]

No change from previous report.

25X1

(5) General Counsel [REDACTED]

[REDACTED]

25X1

Installation of a subject numeric filing system was begun.

c. Records Control Schedules

(1) Executive Registry [REDACTED]

25X1

25X1

(2) FI Staff [REDACTED]

(3) New Building Site [REDACTED]

25X1

25X1

[REDACTED]

d. Special Projects

(1) DD/P Support Records [REDACTED]

25X1

(2) Predecessor Agency Records [REDACTED]

25X1

(3) Refresher Training Workshops in Filing [REDACTED]

25X1

Continued planning sessions with OTR/CT instructors who will participate with RMS in giving Filing Workshops. Obtained photographs from [REDACTED] Photo Collection for possible use by artist in slides for Workshop. Reviewed sketches for slides prepared by OL/Graphics.

(4) Revision of Notices on Filing Equipment and Supplies [REDACTED]

25X1

Draft of revision was reviewed by RMS. Still to be coordinated with Logistics and Security.

(5) Booklet on Records Center and REvised Form 490 [REDACTED]

25X1

(6) Records Center Article for Support Bulletin [REDACTED]

25X1

Article being redrafted.

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e. Vital Materials (Kane)

- 25X1 (1) [] ORR/Services Division visited the Repository to review deposits of that office. Destruction of obsolete materials was authorized. Due to a recent reorganization in Services Division a revised schedule will be prepared to reflect changes in deposits.
- 25X1 (2) [] Staff Division, visited the Repository and reviewed their deposits.
- 25X1 (3) [] reviewed Contacts card holdings and card operating procedures in the Repository.

f. Microfilming

- (1) OCR/GR project continues.

g. Training

- 25X1 (1) [] detailed [] for training in Records Management received briefings on records disposition (and) scheduling, filing, and monitored OTR/CT Induction training course in Subject Filing. 25X1

3. News

- a. A records clean-up campaign in the Branch resulted in destruction of $2\frac{1}{2}$ cu. ft. of obsolete materials.



25X1

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Forms Management Branch Weekly Report
for
Week Ending 23 September 19591. Contributionsa. Tangible

- (1) Completed 23 actions requiring the printing of 1,372,690 copies or sets of forms.
- (2) Four new and seven revised forms were approved.
- (3) Eight forms were obsoleted.

b. Intangible

- (1) Evaluated an Employee Suggestion.
- (2) Developed a new format for the Voucher Abstract form. Reduced size from 10½"x 6" to a modular 10½" x 4". Reduced required copies from 50,000 to 20,000 (Robberts).

2. Assignmentsa. Active(1) Forms Analysis Projects

25X1		<u>New</u>	<u>Revised</u>	<u>Total</u>
		6	2	8
		1	3	4
		1	-	1
		-	3	3
		6	2	8
	Total	14	10	24

(2) Employee Suggestions

25X1	<u>Analyst</u>
	Total 2

(3) Teletype Dissemination Information Reports and Systems 25X1

Forms proofs are due in today.

2 (4) Revision of Dispatch Forms 25X1

25X1 AEXO/DD/P returned our study after review 25X1
 with request that we solve the problem.

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(5) Improved Management of Stocked Forms.

(6) Uniform Information Report. []

25X1

(7) New Building Project. []

25X1

(8) Revision of Courier Receipt and Log Record. []

25X1

(9) Expediting Printing of Information Reports. []

(10) Improvement of Quality of Information Reports Production.

25X1

[]

25X1

Briefed [] on current progress of project.
Continued review of [] memo on reports handling and preparation.

25X1

We plan to ask the Business Machines Staff to investigate the theory of a young local inventor that erasures of a word, sentence, paragraph or an entire page can be accomplished electronically even through many carbon copies.

(11) Proposed Revision of Security Officer Check List - Security Check Sheet Holder []

25X1

(12) "A" - Forms Improvement Workshop. []

25X1

(13) Revision of Form 30, Request for Approval of Form. []

25X1

(14) Pseudo-Crypto Request Form []

25X1

We are working with [] (O&M) on the technical aspects of reproducing necessary indices of the pseudo-crypto files. This is a new assignment.

25X1

(15) Joint CS-JCS War Plan Form []

25X1

Made initial drafts. Discussed forms with PPC/DD/P Staff.

3. News

1. United Givers Fund pledge cards and Public Service Aid Society envelopes have been distributed to all members of the Staff. The drives will run until 30 October. []

25X1

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2. Office Equipment Manufacturers Inaugural Exhibit Previewed.

25X1 [redacted] and I attended the special Defense showing yesterday. Once again greatest progress was seen in the computer, printing and facsimile reproducer fields. In the filing equipment field we noted a continuation and intensification of the trend to put motors on vertical and visible card trays. Better design, cleaner lines and widespread use of decorator colors was general in all equipment shown.

25X1 [redacted]

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